
IT Plan – Agency Submitted

252 SCHOOL FOR THE DEAF

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Agency IT Plan Contact Data

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Review of Agency's IT Architecture

The State of North Dakota provides and manages the ATM T1 line, router and switches. Windows 2003 Server software is the operating system installed on the LAN Server. The 'old' Server running Windows 2000 Server has been set up as a backup unit. All workstations on the LAN are running either Windows XP Professional or Windows Vista Business 32-bit. The computer lab continues to retain the newest machines as well as up-to-date software programs accessible to all students and staff. Computers running Windows 2000 are currently used as standalones for different specialized purposes. Only one (1) computer on campus is running Windows 95 and it is used as a standalone for an internal message board system.

NDSD's LAN consists of a file server, a backup file server, and 52 computers campus-wide with two (2) Videophone Relay D-Link units. The LAN workstations are located in classrooms, a computer lab, dormitory/lounge areas, offices, library, video conference room (codec and computer)/meeting room, and audiological booth. Printers are located in convenient locations throughout campus.

Workstations not connected to the LAN have been set up to manage the 16-camera video security system and electronic door locks throughout the campus. A computerized time management system allowing a more efficient method of record keeping is maintained at the business office. A message board system (purchased through donated funds) controlled by a workstation continues to provide information for the students and staff in the resource center only (the remaining boards around campus no longer work). Because this system is quite old, NDSD is looking to replace it in the near future.

Other computers not connected to the LAN are utilized as standalone workstations used in classrooms and the dormitory area for students to use for educational software and/or games. Notebooks and a tablet are maintained for student and staff use upon request. Four (4) notebook computers including printers are located off-campus and housed by the Outreach/Parent-Infant Programs in Grand Forks, Fargo, Bismarck, and Minot.

Peripheral Equipment such as video cameras, digital cameras, TVs, VCRs, DVD/VCR combo units, scanners and LCD projectors are available to teachers and students for completion of school projects and as instruments for self-evaluation and analysis. A SMARTBoard centrally located has proven to be a vital learning tool for the students as well as a means of training for staff. An Otoacoustic Emissions Unit (OAE) continues to provide early identification of hearing impairment in infants and very young children.

The captioning of VHS tapes and making DVD copies has proven to be beneficial to the education of the deaf and hard of hearing students. A lab has been set up to include the captioning equipment and two transcription stations. NDSD plans to expand this service to deaf and hard of hearing families, other school districts, agencies, employers, and organizations serving the deaf and hard of hearing throughout the state. Remote Realtime Online Captioning is another service that is being considered.

NDSD houses two Interactive Video Network (IVN) conference rooms which continue to be a major role in providing services for students, staff and local area. The video conference system is used for the benefit of students increasing their curriculum choices, allowing them to collaborate with other schools and classroom projects, improving staff professional development options, increasing participation in meetings held around the state, providing specialized classes (sign language) to other school districts, and increasing parental, special education units, and local home school districts participation in the program of students from districts throughout the State of North Dakota currently attending the ND School for the Deaf. It is also used by outside agencies, groups, and/or individuals upon request and availability. As a result of the addition of this equipment, NDSD

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continues to be a member of the NESC (NE Education Services Cooperative) and will be an active participant in working with other school districts and the local college in implementing the video conferencing concept in sharing expertise and services.

NDSD utilizes external hard drive devices as its major backup method. The entire network is backed up daily (Monday through Friday) on a hard drive and once a month a complete backup is done and the hard drive is stored off campus. NDSD is currently in the process of migrating campus-wide to Microsoft Office 2007 Pro as a standardized application and all computers/notebooks will be upgraded by the end of the summer in 2008. NDSD will continue to upgrade software programs as needed and required to maintain an up-to-date system. Educational software is continually evaluated and recommendations made as needed. Efforts are focused on the integration of technology into the curriculum. The educational and residential areas currently utilize a number of educational software programs to enhance technology into the classroom as well as into the dormitory setting in the evenings.

As a state agency, NDSD's web page with the assistance of the state's Information Technology Department (ITD) continues to meet web accessibility compliancy issues. NDSD works with ITD in maintaining a web site that provides up-to-date information as well as meeting compliancy issues required by the state. The web page is hosted by the state and is reviewed and updated as needed.

With increased use of the Internet and Email services, NDSD realizes the importance of safeguarding the school's network against viruses and other dangers that come with Internet usage. As a member of the state K-12 network, NDSD obtains its licenses and updated software (Symantec System Client) through Education Technology Services (EduTech). Virus definitions are updated daily from the EduTech server to provide protection to the school's network from numerous damaging viruses. EduTech also provides NDSD with an added firewall protection (Symantec Firewall Client) for machines running Windows XP and below. It does not work with Windows Vista.

NDSD maintains and updates as needed an in-house messaging software program (Pink Notes) which is another means of communicating between classrooms and other departments. This program has proven to be a valuable asset in relaying information quickly and as another method of using technical means to achieve its mission.

NDSD currently hosts and provides via its PBX box voice mail options to other state agencies in Devils Lake. On campus this service is another means of communicating with fellow staff members as well as the general public having the option to leave messages in designated areas when there is no one immediately available. However, the program is not compatible with the telecommunication system for the deaf (TTY) and continues to be a concern for our agency. In order for this to be a vital asset to the deaf population this issue needs to be addressed.

All staff is given an opportunity for technology-training when possible. A campus-wide survey is submitted at the end of the school year to help determine technology training for all departments according to staff needs and budget. NDSD is part of the Devils Lake Area Teacher Center that offers and provides workshops, classes, and materials to use in the classroom. NDSD also has training opportunities and technical support by the regional EduTech Technology Services, Information Technology Department, Office of Management and Budget and Central Personnel offices, if needed.

All staff will be supported and encouraged to belong and attend organizations pertinent to their positions. In regards to technology, the coordinator is a member of the ND Association of Technology Leaders (NDATL), a statewide organization of technology leaders represented by all schools in the state. The NDATL meets on a regular basis providing leadership and guidance for schools as well as a means of sharing vital information and technology. NDATL meets quarterly via the ND IVN network.

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Planned Infrastructure Activities and Changes

Goal #1: Update infrastructure to more efficiently support NDSB's mission of education

Objectives:

- Replace/upgrade at least 13 computers per year
- Maintain a secure and up-to-date SERVER
- Replace and/or purchase peripheral equipment as needed
- Purchase and place SMARTboard/Activboard units to viable classroom locations for student utilization
- Continue to be active participant in the state's K-12 school network
- Upgrade and maintain current notebook that utilizes the Otoacoustic Emissions Unit
- Replace/upgrade video conferencing (IVN) equipment in 2nd IVN room
- Maintain electronics door security system/campus security (video camera)
- Maintain/upgrade Telecommunications equipment (phones, voice mail, video relay via D-Link units, web cams)
- Maintain up-to-date Energy Management System
- Replace and/or upgrade current Message Board System to viable on-campus locations

Goal #2: Improve Communications and Outreach Services delivered throughout the State of North Dakota and surrounding areas

Objectives:

- Maintain up-to-date information on school web site
- Participate in the statewide online library network.
- Use outreach database to compile services
- Develop and distribute online surveys to obtain valuable information to improve delivery of services
- Continue to provide Telecommunication Services including voice mail option to viable on-campus locations
- Continue to provide email (EduTech) and Internet access for students and staff

Goal #3: Utilization of Technology

Objectives:

- Expand closed-captioning services to schools, families and outside agencies
- Expand and continue IVN opportunities including professional development options, meetings, class offerings, for students, individuals, groups/organizations and other agencies
- Continue to upgrade operational and educational software programs
- Provide staff training in hardware and software programs
- Participate in mandated and elective training opportunities

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- Expand video relay service
- Expand interpreting services to include Remote Realtime Online Captioning

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 53
Number of desktops for which you are requesting replacement funding: 27
Average replacement cost/desktop: 1,300

3. Total number of laptop computers: 20
Number of laptops for which you are requesting replacement funding: 10
Average replacement cost/laptop: 1,600

What state planning region are these desktop/laptop computers located?

Region 1 0 2 1 3 69 4 1 5 1 6 0 7 1 8 0

4. What percentage of these pcs are running the following operating systems:
(total should be equal to 100%)

Open Source OS 0 %
MAC OS 0 %
Windows Vista 15 %
Windows XP 73 %
Other 12 %

5. What additional expenditures are being paid out of non-appropriated funds? 0
Please explain:

IT Asset Management Plan

Hardware: As a method to keep the ND School for the Deaf's (NDSD) technology hardware up-to-date, NDSD follows the state's yearly suggestion of computer and monitor replacement. The computers and monitors purchased are placed in locations based on the age of the current equipment, how it is used, and the need of the area. NDSD Peripheral equipment is also maintained and purchased when necessary based on the condition and use of the equipment. Old computers, monitors, and peripheral equipment is discarded and/or sent to state surplus.

Software: NDSD is a part of the state system and thus utilizes the financial accounting software (Peoplesoft) distributed by the state. Access to the software is obtained via web. Upgrades to the financial programs are managed and distributed by the state. Microsoft Office was implemented campus-wide as the primary application and will be upgraded to the newest version (2007) campus-wide by the end of the 2008 summer. Other software used by the school relates to the educational area and is upgraded as needed for the benefit of the students served. An Energy Management System software program was purchased recently and NDSD is responsible for its maintenance and upgrades. This software program is designed to help manage the energy used throughout the buildings and grounds.

IT Staff: NDSD is a small agency that employs one full time individual who oversees and manages the entire LAN at the school. Training opportunities are available and

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encouraged to help keep up with the ever changing technology.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	\$0	\$83,280	\$0	\$83,280	\$0
IT5160	FRINGE BENEFITS	\$0	\$30,150	\$0	\$30,150	\$0
IT5310	IT SOFTWARE AND SUPPLIES	\$8,588	\$9,750	\$5,000	\$14,750	\$9,751
IT5510	IT EQUIPMENT UNDER \$5000	\$68,678	\$51,100	\$91,600	\$142,700	\$51,102
IT6010	IT DATA PROCESSING	\$87,378	\$88,856	\$372	\$89,228	\$88,856
IT6020	IT COMMUNICATIONS	\$54,378	\$51,063	\$348	\$51,411	\$51,064
IT6030	IT CONTRACT SERVICES & REPAIRS	\$0	\$0	\$25,000	\$25,000	\$1
IT6930	IT EQUIPMENT OVER \$5000	\$0	\$0	\$60,000	\$60,000	\$0
Total Budget:		\$219,022	\$314,199	\$182,320	\$496,519	\$200,774
001	STATE GENERAL FUND	\$77,919	\$174,280	\$182,320	\$356,600	\$60,855
353	SCHOOL FOR THE DEAF FUND - 353	\$138,465	\$137,375	\$0	\$137,375	\$137,375
I151	DEAF/BLIND SERVICES PROJECT	\$2,638	\$2,544	\$0	\$2,544	\$2,544
Total Funding:		\$219,022	\$314,199	\$182,320	\$496,519	\$200,774